

# Documentation

Be it for a large event with thousands of spectators or a smaller type event with anything from several hundred people present there is a certain amount of administrative work to be undertaken and documented. It is good practice for the event organiser to minute all decisions taken at all stages of planning for the event.

Forms and checklists should be formulated to capture information on incidents that may occur at the event and to assist with briefings, safety checks, staff rosters, equipment handover etc. In line with the regulations for the safety of persons at work, accidents should be logged and an accident report form completed for any significant injury.

The most informative document to be produced by the event organiser is the event management plan; this is a written document outlining the event organiser's proposals for managing all aspects of the event. The document identifies the risks involved with the event, communicates details of particular aspects of the event and ensures a co-management of the event and any arising emergency situations. The document ensures that a unified approach is taken at the outset, and that the various stakeholders involved in an event work together, be it for a large outdoor rock or pop concert, or a smaller local-type event.

## The written plan

The production of the event management plan is not a static exercise; it is a constantly evolving cycle. It involves initial proposals, information gathering, consultation and decision making before the production of the first draft of a detailed plan for the management and operation of the event comprehensive event management plan.

All event personnel and organisations involved in the event should be kept informed of the plan content and the plan structure should be clear, concise and easy to read. All recommendations and advice given by the statutory agencies, emergency services etc. should be incorporated in the event plan. The following schematic illustrates the cycle for the production of a comprehensive event management plan.

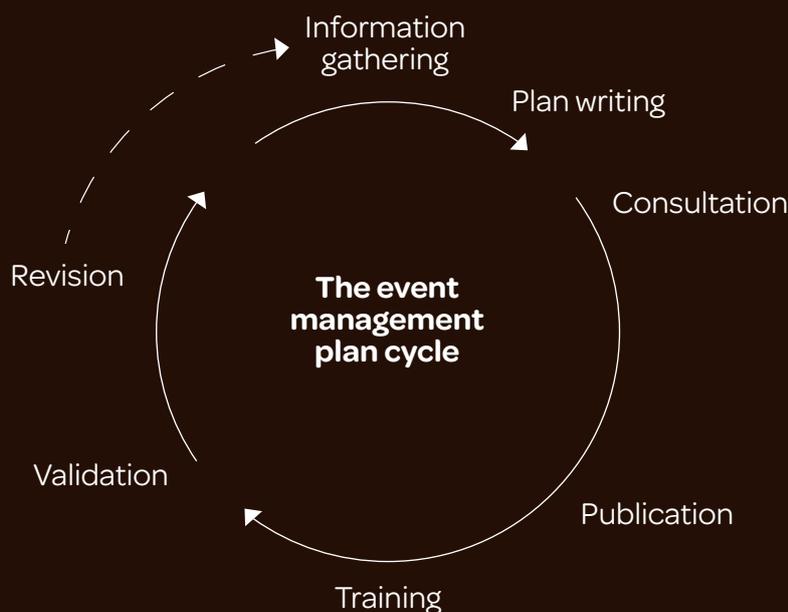


Figure 4: Event management planning cycle

A comprehensive event management plan contains four distinct sections; each section deals with a particular aspect of the event, a basic plan should contain elements of each section:

- Event details
- Event safety
- Emergency action
- Appendices as required

The size, type, duration and complexity of the event will determine the level of detail required for each section. A template for an event management plan is contained in the quick reference appendix 1C.

When the draft plan is complete it will allow the agencies with responsibility for public safety to examine and offer advice on the conduct of the event and will form part of the licence application and/or approval to hold an event.